Phoenix Fire Department — Fire Prevention Division
Hazardous Material Permit Application

1. BUSINESS & BILLING INFORMATION	
Business Name:	
Business Address:	**Billing Address:**
Building Number:	**Billing City:**
Suite Number:	**Billing State:**
City: **Zip:**	**Billing Zip:**
Telephone:	**Billing Contact:**
Facsimile:	**Contact Telephone:**

2. FIRE DEPARTMENT LIAISON	
In accordance with Phoenix Fire Code Section 8001.11.1.2, a person shall be assigned as Fire Department Liaison. This person is responsible for coordinating activities and assisting the Fire Department, explanation of the chemical storage & use processes, and has access to the Material Safety Data Sheets. The person shall be located in the metropolitan Phoenix area unless the facility is unattended.	
FD Liaison Name:	**Business Phone:**
Is the facility unattended? ☐ Yes ☐ No	
Is the facility registered with the Annual Facility Permit (AFP) Program? ☐ Yes ☐ No	

3. AFTER HOUR EMERGENCY CONTACTS	
①**Primary Name:**	**24 Hr. Telephone No.:**
Cellular No.:	**Pager No.:**
②**Secondary Name:**	**24. Hr. Telephone No.:**
Cellular No.:	**Pager No.:**

4. RESPONSIBLE OFFICIAL	
A Responsible Official is any person who is (1) current owner or operator, (2) arranges for the storage, use, handling or dispensing of hazardous materials, or (3) arranges for the treatment, storage or disposal of hazardous materials.	
Name:	**Title:**
Telephone No.:	**E-mail:**

Signature & Date: _____

I declare that the information provided in the Hazardous Materials Permit Application and Hazardous Materials Inventory Statement is true and correct.

PFD USE ONLY

Fee Group ① ② ③

Responsible Inspector:_____

Original Permit Date & Scope: _____

RETURN THE SIGNED APPLICATION, HAZARDOUS MATERIAL INVENTORY STATEMENT(S) & SITE PLAN TO:

Phoenix Fire Department – Fire Prevention Division
150 S. 12th St., Phoenix, AZ 85034
Facsimile: 602-271-9243 E-mail: prevention.phoenix.fire@phoenix.gov
For questions call 602-262-6771 TTY users call 602-495-5555

White Copy: Fire Department Yellow Copy: FD Liaison or Responsible Official

INSTRUCTIONS

The permit application has three parts: 1) Application, 2) Hazardous Material Inventory Statement, and 3) Site plan. All three are required by the Fire Department. The following summarizes how to complete the application, the Hazardous Materials Inventory Statement and the site plan.

COMPLETING THE APPLICATION

Part 1. Business & Billing Information

For businesses such as retailers with multiple stores in the City of Phoenix, please note the store number in the business name. If the building address is the same as the billing address, the billing address fields do not need to be completed.

If permit fees are submitted to a corporate office that is different than the building address, please complete the billing address fields. The Fire Department will submit the required invoice to the billing address.

Part 2. Hazardous Materials That Are Stored, Used or Dispensed

Permit requirements are contained in the 1997 Phoenix Fire Code, Section 105.8. Contact the Fire Department at 602-262-6771 to determine if your business requires a permit.

Part 3. Fire Department Liaison

If the building is an unattended facility please note this by checking the “unattended” box. An unattended facility is a building that has no occupants but contains equipment that stores or uses hazardous materials, such as diesel fuel for a generator at a telephone switch office. A Fire Department liaison is still required so someone can be contacted to schedule an inspection.

Part 4. After Hour Emergency Contact

If the business operates on a 24 hour / 7 day basis, document this in the “primary contact” field.

Part 5. Responsible Official

The Responsible Official shall sign the permit application. If this individual is located in another City or State, the person with decision-making authority for the business who resides in the Valley area should sign the permit application.

COMPLETING THE HAZARDOUS MATERIAL INVENTORY STATEMENT

The Hazardous Material Inventory Statement (HMIS) documents the information required by the Fire Department for determining the applicable Phoenix Fire Code requirements.

Document hazardous materials that are stored or used indoors and outdoors at a given location on a separate HMIS. For example, if a business stores permitable quantities of a corrosive liquefied gas outdoors and flammable liquids indoors, the gases stored outdoors will be documented on one HMIS. A second HMIS will be prepared for the indoor storage.

When completing the quantity field, state the largest maximum quantity that may be on site.

A hazardous material shall be reported when:

1) The information is required to classify a building, occupancy or area in accordance with the Phoenix Fire Code or the Phoenix Building Code; or

2) The amount of hazardous material exceeds the permit quantities specified in PFC 8001.3.1; or

3) The hazardous material has a Special Hazard or has a health, flammability or reactivity ranking of “4”, “3” or “2” when classified in accordance with UFC Standard 79-3.

COMPLETING THE SITE PLAN

The site plan should be prepared on the attached form. The drawing should illustrate the basic layout and orientation of the building, the locations where hazardous materials are stored and used indoors and outdoors, and the location of the fire sprinkler intake connection. Access gate locations and points of FD access such as doors should also be identified.

Hazardous Material Inventory Statement

Page ____ of _____

Business Name: _____ Address: _____

Location at Facility: _____ Date: _____

INDOORS ☐ OUTDOORS ☐

Chemical or Trade Name	Conc.	CAS Number	PFC Hazard Classification	Physical State	AMOUNTS			NFPA 704 RATING		
					Storage	Use Closed	Use Open	H	F	R

Completed By: _____ Telephone Number:_____

White Copy: Fire Department Yellow Copy: FD Liaison or Responsible Official

COMPLETING THE HAZARDOUS MATERIAL INVENTORY STATEMENT (HMIS)

Introduction

The Hazardous Material Inventory Statement (HMIS) documents the information required by the Fire Department for determining the applicable Phoenix Fire Code requirements. The classification system used by the Fire Department is found in Article 2 and Appendix VI-A of the Phoenix Fire Code. PFD uses the information to establish tactical planning priorities for particular businesses. This information is inputted into the Fire Department's Computer Aided Dispatch system so that fire companies are aware of the hazardous materials at a given location.

Electronic Submission

The HMIS can be submitted to the Fire Department as an Excel spreadsheet or an Access database.

What should be included in the HMIS?

When preparing the HMIS, include containers that are marked with US Department of Transportation (DOT) hazard labels such as "Flammable Liquid," "Corrosive," "Explosive," "Organic Peroxide", and the like. Materials that have a NFPA 704 hazard rating or "4", "3", or "2" or have special hazard ratings like water reactive (W), corrosive (COR) or oxidizer (OXY) should be included. Unless the contents are inert, all compressed gas cylinders marked with a DOT hazard label should also be included on the HMIS. Buildings that store pesticides, fungicides or herbicides with a US Environmental Protection Agency warning label of "Danger" or "Warning" should be included.

What can be excluded from the HMIS?

Storage and use of less than 500 pounds of aerosols. Office supplies like copier toner or correction fluid. Cleaning products intended for consumer use. Inert compressed gases. Solder and solder flux. Automotive batteries.

How are mixtures classified?

Mixtures of products or products that are sold by a particular name (ex.: Number 4 Cleaner) require a review of the Material Safety Data Sheet to determine which chemical constituents represent the greatest hazard.

Classifications of Commonly Stored and Used Hazardous Materials

Chemical	Conc. (%)	CAS No.	PFC Classification	Physical State	704 H	704 F	704 R
Calcium Hypochlorite	100	7778-54-3	Class 3 Oxidizer, Class 2 Unstable (Reactive); Corrosive	Solid	3	0	2
Trichloroisocyanuric Acid	100	87-90-1	Class 1 Oxidizer, Class 1 Unstable (Reactive); Toxic	Solid	3	0	1
Sodium Dichloroisocyanurate, dihydrate	100	51580-86-0	Class 1 Oxidizer, Class 1 Unstable (Reactive)	Solid	2	0	1
Sodium Hydroxide pellets	100	1310-73-2	Corrosive	Solid	3	0	0
Potassium Hydroxide pellets	100	1310-58-3	Corrosive, Toxic	Solid	3	0	0
Chromium Trioxide	100	1332-82-0	Class 2 Oxidizer, Corrosive, Toxic	Solid	3	0	2
Gasoline	100	8006-61-9	Flammable Liquid I-B, Irritant	Liquid	1	3	0
Diesel Fuel	100	Mixture	Combustible Liquid II	Liquid	0	2	0
Motor Oil	100	Mixture	Combustible Liquid IIIB	Liquid	0	1	0
Isopropyl Alcohol	100	67-63-0	Flammable Liquid I-B	Liquid	1	3	0
Hexane	100	110-54-3	Flammable Liquid I-B	Liquid	1	3	0
Methyl Ethyl Ketone	100	78-93-3	Flammable Liquid I-B	Liquid	1	3	0
Styrene Monomer	100	100-42-5	Flammable Liquid I-C, Class 2 Unstable (Reactive)	Liquid	2	3	2
Hydrochloric Acid	15-37	7647-01-0	Corrosive	Liquid	3	0	0
Sulfuric Acid	98	7664-93-9	Corrosive, Class 2 Water Reactive, Toxic	Liquid	3	0	2
Sulfuric Acid	12.7-50	7664-93-9	Corrosive, Class 1 Water Reactive, Toxic	Liquid	3	0	1
Sodium Hydroxide, aqueous	2-50	1310-73-2	Corrosive	Liquid	3	0	0
Propane	100	74-98-6	Flammable Liq. Gas	Liq. Gas	0	4	0
Acetylene	100	74-86-2	Flammable Com. Gas	Com. Gas	0	4	2
Oxygen, Compressed	100	7782-44-7	Oxidizer Com. Gas	Com. Gas	0	0	0
Oxygen, Liquefied	100	7782-44-7	Oxidizer Cryo. Fluid	Cryogen	3	0	0
Nitrogen, Liquefied	100	7727-37-9	Inert Cryo. Fluid	Cryogen	3	0	0

SITE PLAN WORKSHEET

N

Unit_____ Shift _____
Address_____
Occ Name_____

CRITICAL BUILDING FACTORS

☐Exterior Arrangement

☐Critical Interior Walls

☐Firewalls

☐All Exits & Types

☐Stairwells or Lofts

☐Truss Type & Spacing

_____

☐Roof Type & Height

_____

☐Ceiling Present? – Height

_____

☐Adjacent Streets

☐North Arrow

Symbols

Electrical connection to building (E)

Gas connection to building (G)

Sprinkler Connection

Standpipes intake outtake

OS&Y Sprinkler shutoff

Man doors

Roll up doors

Stairways

Elevators [E]

Firewall

Hydrants

Lock Box [LB]

Fences

Gates

Locked Gates

Block walls

Fire control [FCP]

Electrical line E—E—E—E